



DEPUTY ASSESSOR – PERSONAL PROPERTY JOB DESCRIPTION

Job Title: Deputy Assessor – Personal Property Job Code: AS215

Clerk

Effective Date: November 2007

Pay Grade: 15

Revision Date: November 2016

FLSA: Non-Exempt

NATURE OF WORK

Under general supervision, performs a variety of technical and clerical functions in relation to Personal Property for the Lewis County Assessor's Office; provides customer service to the public; and performs other related duties.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the County Assessor in administering Personal Property valuation.
- Responds to inquiries and provides information to property owners, business owners, accountants, and/or other interested parties in person and by telephone and/or correspondence.
- Provides customer service to the public; receives and processes listing forms, evaluation notices, and related material. Calculates and issues values for business and farm equipment estimates and/or actual tax amounts for removal from Current Use programs.
- Conducts audits and monitors participants for compliance with RCW's and WACs. Prepares industrial information to be assimilated by the Appraisal staff.
- Conducts a variety of general office duties including but not limited to data entry and filing.
- Performs routine duties of other Assessor's Office personnel as assigned or required.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND two (2) year's customer service and/or exemptions experience.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Personal Property related processes.
- Regulations governing Personal property.
- General knowledge of equipment and business, commercial, and industrial values.
- Legal descriptions and basic real estate principles.

- General office equipment and standard computer software applications.
- Customer service standards and protocol.

Skills in:

- Coordinating and performing a variety of clerical and technical exemptions functions.
- Assisting in administering Personal property assessment.
- Responding to inquiries and providing customer service to the public.
- Receiving/processing program applications and determining program eligibility.
- Establishing and maintaining effective working relationships with other staff, County departments, real estate professionals, outside agencies, and the general public.
- Communicating effectively verbally and in writing.